

Action
ER 86-5169X/1

OFFICE OF CONGRESSIONAL AFFAIRS

Routing Slip

	ACTION	INFO
1. D/OCA	X	
2. DD/Legislation		X
3. DD/Senate Affairs		X
4. Ch/Senate Affairs		
5. DD/House Affairs		X
6. Ch/House Affairs		
7. Admin Officer		X
8. Executive Officer		X
9. FOIA Officer		
10. Constituent Inquiries Officer		
11.		
12.		

SUSPENSE

Date

Action Officer:

Remarks:

BC/4DEC86

Name/Date

**EXECUTIVE SECRETARIAT
ROUTING SLIP**

TO:		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA				
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OLL	X			
14	D/PAO				
15	VC/NIC				
16	D/Exec Staff		X		
17	A/ES		X		
18					
19					
20					
21					
22					
SUSPENSE		Date _____			

Remarks

STAT

A/ Executive Secretary
4 Dec 86
Date

The Director of Central Intelligence

Washington D.C. 20505

Executive Registry

5169X/1

3 December 1986

MEMORANDUM FOR: D/OCA
FROM: DCI
SUBJECT: Draft Letter to Congressional
Staff Directors on Security
Matter
REFERENCE: ER 86-5169X

Dave:

I sat on this too long. I think it is a good idea. Let's be sure we have all the past things in the press. Perhaps we should get some test reactions up there and then select the best time for moving forward on this. It might be better to do it when the new Congress convenes.



William J. Casey

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Central Intelligence Agency



Washington, D. C. 20505

drafts to Staff Directors of Intelligence, Armed Services, Foreign Relations and Appropriations Committees of both Houses

Dear _____:

Each year the Agency provides classified briefings and sends classified intelligence publications to many different committees of the Congress. As you are undoubtedly aware, since May, 1986, the staff of our Office of Congressional Affairs has reviewed security procedures governing these Agency briefings and publications. Our objective is to work with you to ensure compliance with regulations and in a few instances to update or strengthen regulations that appear inadequate.

Specifically, we have:

- enforced pre-clearance of Congressional staff attending briefings or hearings;
- instituted use of sign-in sheets for Congressional staff at briefings and hearings;
- improved arrangements for Capitol Police to guard committee rooms in which classified briefings or hearings are being held;
- reviewed with appropriate Congressional authorities and in some cases recommended improvements in counter audio techniques designed to detect or prevent hostile audio penetration of committee rooms;
- reviewed and recommended improvements in the handling of classified transcripts;
- enforced the requirement for advance clearance certification of recording reporters assigned to prepare classified transcripts;
- improved the system for inputting receipts for classified intelligence publications delivered to Congressional committees into our computer data base; and
- recertified Agency-approved classified storage facilities in the Congress.

Beyond these steps, I believe there is value in restating agreed procedures for handling Agency classified intelligence publications. Let us first consider publications classified SECRET.

--SECRET publications are forwarded to a cleared requesting officer of the Congress via Agency courier;

--the publications are stored in a classified storage facility approved by the Agency;

--they may be read only by cleared Congressional personnel;

--they must be logged in upon receipt from the Agency and logged out upon return to the Agency;

--publications returned to the Agency must be properly packaged; and

--they must be returned to the Agency no later than 30 days after receipt.

Let us next consider TOP SECRET and SCI material. The regulations for TOP SECRET and SCI material are the same as for SECRET material except that TOP SECRET and SCI material must be returned at the end of each day by Agency courier to the custody of the Agency. (There are four exceptions to this latter requirement: the Senate Select Committee on Intelligence, the Defense Subcommittee of Senate Appropriations, the House Permanent Select Committee on Intelligence, and the Defense Subcommittee of House Appropriations are permitted overnight storage of TOP SECRET and SCI publications.)

I appreciate your cooperation in helping us improve the security of briefings and hearings and the handling of classified intelligence publications in the Congress. In this spirit I would like to bring to your attention two areas which our review has identified as requiring further improvement.

First, our long standing regulation that SECRET publications may be retained only for 30 days is frequently disregarded. I ask your help in ensuring compliance. To assist you, we are now using our computerized data base of receipts to inform you by letter of publications held for more than 30 days. Since the Congress will occasionally wish to use a SECRET publication for more than 30 days, we are prepared to extend the time limit upon request.

Second, a substantial number of SECRET, TOP SECRET or SCI publications sent to the Congress are also marked ORCON (originator controlled). Since ORCON publications frequently contain highly sensitive information, we propose a new rule that would apply to ORCON publications those same regulations that currently govern the handling of TOP SECRET and SCI publications, even though some ORCON publications are classified below TOP SECRET and SCI. This means that ORCON publications

can no longer be stored overnight in the Congress except in one of the four approved SCI classified storage facilities mentioned above. Recognizing that the Congress will frequently wish to use an ORCON publication for a number of days, we plan to augment the Agency courier staff so that ORCON (or TOP SECRET or SCI) publications picked up in the late afternoon by Agency courier for return to Langley can be returned to the Congress by Agency courier on the following morning. To ensure return on the following day, a note to that effect should be appended to the outer envelope when the publication is turned over to the Agency courier in the afternoon.

Good security is a cooperative venture. I welcome your suggestions for further improvements as we jointly strive for high standards and protection of classified material.

Sincerely,

David D. Gries
Director of Congressional Affairs